


City of Alexandria, Virginia

MEMORANDUM TO INDUSTRY 2021-01

DATE: JANUARY 26, 2021

TO: SMALL CELL CARRIERS, UTILITIES, DEVELOPERS, ARCHITECTS, ENGINEERS & SURVEYORS

FROM: LALIT SHARMA, P.E., DEPUTY DIRECTOR, T&ES 

SUBJECT: NEW POLES/ STANDALONE STRUCTURES AND ASSOCIATED WORK IN PUBLIC RIGHTS-OF-WAY FOR THE PURPOSE OF SMALL CELL FACILITIES INSTALLATION

PURPOSE: The City of Alexandria, in recognition of the need for technology and wireless communication services, has already developed and published “Interim Wireless Facility Aesthetic Guidelines” <https://www.alexandriava.gov/uploadedFiles/planning/info/Interim%20Design%20Guidelines%2004.11.19.pdf>. These guidelines include broad criteria for New Standalone Structures in the public right-of-way (ROW). The purpose of this memo is to further clarify the requirements for small cell facilities in the ROW particularly with respect to *new standalone structures*.

BACKGROUND: The City of Alexandria, like other communities in Virginia and across the country, requires certain permits before a wireless company or any other person can install equipment in or on the City’s streets and sidewalks. These permits are designed to address traffic safety, the proper installation of electric equipment, and the appearance of the City. In 2017 and 2018, the Virginia General Assembly enacted legislation intended to streamline the process for issuing zoning permits. This is in addition to permits typically required of utility companies for work in ROW. In 2018, the Federal Communications Commission (“FCC”) adopted similar rules addressing a broader range of permits; the FCC’s rules went into effect in January 2019.

DISCUSSION: The most significant policy clarification in this Memorandum to Industry is: No new standalone poles for small cell facilities will be permitted where existing poles exist and allow for attachment per the existing guidelines. The preferred locations of Small Cell infrastructure remain as follows, in the order specified below:

1. A mount on third party existing utility poles on streets.
2. A mount on third party replacement utility poles on streets.
3. A mount to existing or replacement streetlight poles as allowed on streets.
4. Standalone new poles on streets or alleys.

Guidelines for New Standalone Structures/poles provided below are for single or multi-carrier installations of new standalone structures. These guidelines must be adhered to when locating wireless facilities on new standalone structures:

- Only one (1) new standalone structure/pole will be permitted per block face less than 300 feet long. For block faces longer than 300 feet, up to two (2) standalone structures can be considered.
- Each new standalone structure/pole shall be located such that it:
 - Does not impede, obstruct, violate, conflict with, or hinder any mode of travel or access to the ROW, an alley, or driveway.
 - Does not interfere in any way with accessibility requirements in the Americans with Disabilities Act for use of the ROW.
 - Does not obstruct any access to any fire escape, fire hydrant, doors, gates, stoops, public transportation vehicles, shelters, street furniture or other improvements at any public transportation stop (including, without limitation, bus stops, and bike-share stations).
 - Does not obstruct the legal use of a ROW by any public or private utility providers.
- Structure location should meet Virginia Department of Transportation (VDOT) clear zone requirements including but not limited to not obstructing the sight line of any alley or driveway, and a minimum of 15 ft. shall be maintained between the pole and the outside edge of each alley or driveway and 25 ft. from each intersecting street.
- Any Small Wireless Facility installed within the ROW shall be in alignment with the existing vertical infrastructure, streetlights, utility poles and trees.
- Poles shall not be installed directly in front of any door or window of a business or a home, and it is preferred that poles be in alignment with property lines dividing adjacent parcels.
- New standalone structures/poles shall not be located in a manner that requires the removal of an existing tree or impacts the critical root zone or canopy of existing trees.
- New standalone structures/poles, including any antennas, shall not be (i) taller than 50 feet or (ii) no more than 10 percent taller than other adjacent structures.
- All new poles/structures designs including plans and profiles must be signed and sealed by Professional Engineer licensed in the Commonwealth of Virginia.

Additionally, for Existing or Replacement poles/Structures for single or multi-carrier installations, following guidelines must be adhered to when locating wireless facilities on third party existing and replacement utility poles:

- Replacement structures (poles) on which Small Cell Facilities are mounted, cannot extend to a height, including any antennas, of 50 feet or by more than 10 percent of existing height of the structure/pole, whichever is greater.
- All replacement poles should be installed within 2 ft. of the original pole location, or as close as possible to the line between residential or business lots. Replacement poles shall serve the purpose of the original pole (i.e., lighting) while also serving as a Support Structure for the Small Wireless Facility.
- Temporary lighting shall be provided when a replacement streetlight pole is being installed. The temporary lighting must be provided for the duration of the construction and removed only when the new streetlight becomes operational.
- The Applicant shall cause a pre-existing utility pole to be removed within ninety (90) days after a replacement utility pole is installed, and all other existing utility facilities has been removed / transferred to the new pole.

In addition, for all new or replacement poles/structures, the following requirements, including general construction and maintenance guidelines for Small Wireless Facilities work within the ROW applies:

- Consistent with the City's undergrounding ordinance new overhead wires cannot be attached to new poles, or between new or existing poles.
- All wireless facilities shall be internally contained to the pole and or concealed by an exterior shroud.
- No separate ground mounted equipment, including backup power supply, shall be allowed within the public right of way.
- Applicants shall repair any damage to ROW caused by work performed by or on behalf of the Applicant and/or Wireless Facility Owner and shall restore the damaged area as per the current City restoration guidelines.
- At City's request, the carriers shall provide a list of all installed facilities (in a GIS database format), and their operational status.
- Facilities (and the poles/structures that they have been mounted) that are inoperative for more than 6 months must be removed at City's request within 30 days.

Utility provider's maintenance and service needs will be evaluated on a case-by-case basis. Notwithstanding the above parameters, all applicants requesting increases in pole heights shall comply with all applicable federal, state, and local laws and regulations. All applications shall be consistent with the City of Alexandria's Interim Wireless Facility Aesthetic Guidelines and Small Cells Wireless Facilities program.

FEES: All cell carriers or their contractors must pay customary fee for permits and inspections for work related to small cell installations according to attached schedule (or as updated from time to time). All permits and inspections fees are to be paid upfront at the time of issuance of

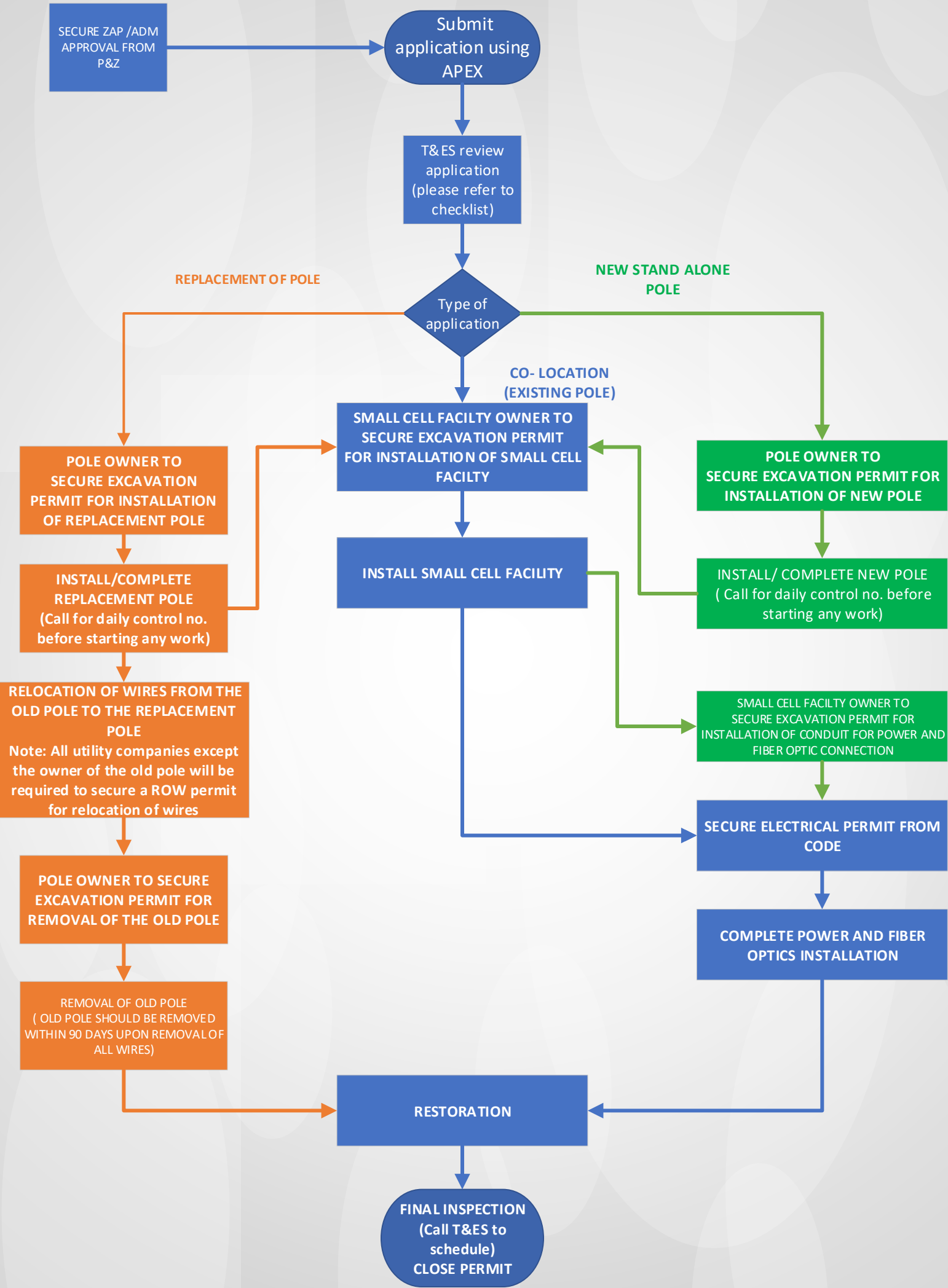
permit. Small cell carriers may enter an arrangement, after meeting the terms for such an agreement, with city where City can bill the cell carriers on monthly basis for the permitted work and the inspections.

Attachments:

ROW Permits and Inspections Flow Chart
Permit Fees Information (3/23/20)

Cc: Yon Lambert, Director, T&ES
Karl Moritz, Director, P&Z
Emilio Pundavela, Division Chief, Permits and Inspection, T&ES
Andre' Williams, Permits Manager, T&ES
Anthony LaColla, Division Chief, P&Z

TRANSPORTATION AND ENVIRONMENTAL SERVICES (ROW PERMITS)
SMALL CELL FACILITIES WORK PROCESS



* Fees: All cell carriers and their subcontractors will be billed for customary ROW permits at the time of issuance of permit. Option for monthly billing service agreement is available upon request and approval of the Director.



PERMIT FEE INFORMATION

TRANSPORTATION & ENVIRONMENTAL SERVICES CONSTRUCTION MANAGEMENT & INSPECTION DIVISION

FOR ADDITIONAL INFORMATION REGARDING PERMITS
AND PERMIT FEES

CALL THE PERMIT OFFICE AT 703-746-4035

**** NOTE: PERMIT DURATION IS 1 DAY TO A MAXIMUM OF 30 DAYS**

***** NOTE: UTILITY RESTORATION INSPECTION \$75.00 PER CUT OR \$500.00 PER BLOCK, WHICHEVER IS LESS, PER OCCURRENCE**

PARKING FEES ASSOCIATED WITH ANY OF THE FOLLOWING PERMITS ARE ADDITIONAL

PERMIT TYPE	FEE	** DURATION
Close Sidewalk (Full or Partial)	\$125	** 30 Days
Crane/Manlift	\$125	** 30 Days
Cross Curb, Gutter & Sidewalk	\$125	** 30 Days
Dumpster/Pod/Packing Crate/Trailer for Moving	\$125	** 30 Days
Excavation	\$250 Per Block	** 30 Days
Utility Restoration Inspection (Per Cut)	\$75 Per Cut	***Per Occurrence
Utility Restoration Inspection (Per Block)	\$500 Per Block	***Per Occurrence
Hauling	\$125	** 30 Days
Horse & Carriage	\$125	Per Month
Ingress and Egress	\$125	** 30 Days
Ladder/Scaffold	\$125	** 30 Days
Lane Closure	\$125	** 30 Days
Noise (Construction)	\$75	Per Event
Noise (Music)	\$25	Per Event
Nonpermanent Planter	\$125	Per Month
Over Weight and/or Over Size Vehicle	\$30	Per Day
Pedicab/Rickshaw	\$125	Per Month
Sewer Lateral Permit (Permit Only, Connection Fee Calculated Separately)	\$125	Per Connection
Solicitation of Funds	\$125	Per Event
Solid Waste Containers (1-10 CY)	\$3	Fiscal Year
Solid Waste Containers (10-40 CY)	\$5	Fiscal Year
Solid Waste Hauling (Per Pick-up Truck)	\$150	Fiscal Year
Solid Waste Hauling (Per Mechanized & Non-Mechanized)	\$300	Fiscal Year
Special Event (Parade, Race, Walk-a-Thon, etc.)	\$125	Per Event
Stockpile Materials	\$125	** 30 Days
Street Closure for Block Party	\$125	Per Event
Street Closure for Construction	\$125	Per Event
Temporary Fence	\$125	** 30 Days
Trailer for Construction	\$125	** 30 Days
Waiver of Underground Ordinance	\$100	Per Application
PARKING	FEE	DURATION
Metered Spaces	\$40	Per Space, Per Day
Non-Metered Spaces	\$30	Per Space, Per Day
Cover NO PARKING Signs	\$10	Per Sign, Per Day
NOTE: 1 PARKING SPACE IS 20 FEET		



TRANSPORTATION AND ENVIRONMENTAL SERVICES

CHECKLIST FOR ISSUANCE OF EXCAVATION PERMIT FOR SMALL CELL FACILITIES

This application process is separate and independent from any other application process required by the City

Location of work: _____

Date Received: _____

Applicant Name: _____

Applicant address: _____

Applicant E-mail : _____ Phone No.: _____

- Type of application:
- ☐ - New pole installation
 - ☐ - Replacement of existing pole
 - ☐ - Co-location
 - ☐ - Fiber/ electrical conduit for small cell facility

Cell facility carrier: ☐ - Verizon wireless ☐ - AT&T ☐ - Crown Castle

SUBMITTAL REQUIREMENT	DESCRIPTION	SUBMITTED
ADM / ZAP APPROVAL	ADM/ZAP No. _____	<input type="checkbox"/>
CONSTRUCTION DRAWING		<input type="checkbox"/>
MOT PLAN / TCP	Traffic Control Plan for installation impacting the Right-of-Way	<input type="checkbox"/>
ROW RESTORATION	Plan showing sod/ turf grass restoration or ROW restoration	<input type="checkbox"/>
VICINITY MAP	Attach map of the general area showing the location of the site	<input type="checkbox"/>
SITE PLAN	<ul style="list-style-type: none">▪ Provide exact location of the pole▪ Show all existing public/ private infrastructure in the vicinity of the proposed pole	<input type="checkbox"/> <input type="checkbox"/>

	<ul style="list-style-type: none"> ▪ Clearances / distances ▪ Source/ method of electrical power and fiber optics connection for the facility 	<input type="checkbox"/> <input type="checkbox"/>
COMPLETED AND SIGNED GUIDELINE CHECKLIST A/B	If structural analysis was performed please attached	<input type="checkbox"/>
PHOTO Simulation	<ul style="list-style-type: none"> ▪ Provide a photographic simulation of the structure and equipment from at least two (2) different directions. ▪ If new site is visible from adjoining parcel, include view from the adjoining parcel Provide copies of photographs with balloon and results of simulation	<input type="checkbox"/> <input type="checkbox"/>

For City Staff Use Only

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APPROVED

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DENIED